

404

CITY OF KENMORE, WA RE-ROOF CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Permit Number: _____	Date Stamp
	Project Number: _____	
	Related Permit(s): _____	

1 A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements, for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.

2 Property Address: _____

 Project Name: _____

3 Type: Single-Family Residence or Commercial or Multifamily → Type of Construction: _____

4 Re-Roofing Area: _____ Building Use: _____

5 Type of New Roofing to be Applied: _____ Roof Classification: _____
 Total Estimated Project Cost: \$ _____

Submittal Requirements. Plans must be submitted for review and approval for commercial and multifamily projects or as determined by the building official. Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required. The **minimum scale** for drawings is ¼" = 1 foot.

	Appl.	Staff		# of Copies
6	<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application	1
	<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all review materials (CD)	1
7	<input type="checkbox"/>	<input type="checkbox"/>	Construction Plans with:	2
			<ul style="list-style-type: none"> ▪ Roof framing plan ▪ Locations and sizes of Columns, posts, beams and girders ▪ Locations of bearing walls ▪ Foundation system ▪ Sections through roof assembly, detailing all components and materials 	
8	<input type="checkbox"/>	<input type="checkbox"/>	Supporting Documents	
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Structural Calculations for both gravity and lateral - if applicable	2
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Manufacturer's listed information and installation instructions	2
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Energy forms and calculations – if changing insulation	

9 NOTES:

- Applications for which no permit is issued within 18 months will expire, and applications may be canceled if an applicant fails to respond to the department's written request within 90 days of the date of request.
- All plan check fees are due at application intake.